


GREENVILLE POLICE DEPARTMENT POLICY AND PROCEDURES MANUAL		
Chapter 34	Promotion	
Date Initially Effective 11/15/94	By The Order Of:  Hassan M. Aden, Chief of Police	
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The Greenville Police Department shall seek to identify and promote those employees who demonstrate the potential for assuming greater responsibility and possess the skills, knowledge, and abilities required to perform at higher levels within the Department.

34.1.1 DEPARTMENTAL ROLE AND ADMINISTERING AUTHORITY

CALEA Standard: 34.1.1, 34.1.2

The Chief of Police is vested with the ultimate authority and responsibility for administering the Greenville Police Departmental promotional process.

The Administrative Services Bureau Commander is responsible for developing, coordinating, administering and testing candidates for sworn positions in promotion processes. At the direction of the Administrative Services Bureau Commander, the Personnel and Recruiting Officer may be assigned responsibility for various components of the promotion process. Such assignments may include making preliminary determinations that minimum qualifications for a position are met by evaluating applications and resumes submitted by personnel interested in applying for positions, and may extend to developing, coordinating, and administering the process.

The Chief of Police or a designee will develop, coordinate, and administer the promotion processes for exempt positions including Captain and Deputy Chief.

34.1.2 ELEMENTS OF THE PROMOTION PROCESS

CALEA Standard: 34.1.3

The Greenville Police Department Administrative Services Bureau Commander shall maintain a separate publication, *Promotion Process Manual*, which provides detailed procedures for the promotion process, to include:

- Evaluating the promotional potential of candidates
- Administering written tests
- Conducting Assessment Centers
- Determining promotional eligibility for vacancies where lateral entry is permitted
- Conducting oral interviews, if any
- Defining exceptions, if any, to the probationary period
- Identifying procedures for review and appeal of results for each promotional element by candidates

Review and Appeal Process

It shall be the policy of the Greenville Police Department to permit individuals participating in a promotional process to review their performance results in each element of the promotional process to include:

- Review of the answer key to any written exams administered, unless prohibited by the leaseholder of the test
- Review of the written results of scored elements of the selection process
- Review of reports/materials used in the selection process
- Reapplication, retesting, and/or reevaluation

However, in accordance with North Carolina General Statute 160A-168(C1), testing or examination materials may be withheld from disclosure to the employee or other persons if the material was used solely to determine qualifications for promotion and in the opinion of the agency, the disclosure of such material would compromise the objectivity or the fairness of the testing or examination process.

Personnel may appeal adverse decisions of the promotion process through procedures established in Chapter 25 of the Greenville Police Department's Policy and Procedures Manual.

Assessment Center

The assessment center testing format used by the Greenville Police Department shall conform to accepted guidelines demonstrating that it is job related, significant, or necessary to perform the job and shall ultimately be a predictor of future job success.

The assessment center process employed by the Department has incorporated all of the following designs, activities, and objectives in its assessment center evaluations:

- Dimensions, attributes, characteristics, qualities, skills, abilities, or knowledge specified in written job analyses are measured.
- Multiple assessors are trained prior to participating in an assessment center.
- Techniques designed to provide information to evaluate the established dimensions are used.
- Simulation exercises that have been pre-tested prior to use to ensure that they provide reliable, objective, and relevant information while remaining job-related are used.
- Judgments based on the outcome of pooled information from assessors and techniques are rendered.
- Assessors make evaluations of behavior based on their observations.
- Dimensions to be evaluated are established in writing (prior to the assessment center process).
- Specific forms are used by all assessors to record and document observations.
- Participants are provided, upon request, written rationale and information concerning the dimensions, ratings, and recommendations of the assessment center.

The Administrative Services Bureau Commander shall maintain secure files containing promotional materials and shall be responsible for maintaining security of evaluation tools and scores during a promotion process.

34.1.3 JOB RELATED AND NONDISCRIMINATORY TESTING PROCEDURES

CALEA Standard: 34.1.4

The Greenville Police Department will promote persons for all job vacancies without regard to race, color, religion, sex, national origin, age, handicapped status, or any other non-merit factor, except where sex or physical condition constitutes a genuine qualification necessary to properly and efficiently function in the job.

Greenville Police Department promotional processes shall satisfy professional, legal, and administrative requirements to ensure that all elements used to evaluate candidates for promotion are job related and nondiscriminatory.

34.1.4 PRE-ANNOUNCEMENTS

CALEA Standard: 34.1.5

When vacancies exist and a decision to fill the positions is made, written announcements requesting letters of interest will be posted and distributed to all effected employees. Announcements will include:

- A description of the positions or job classifications for which vacancies exist
- A description of eligibility requirements, including any time-in-grade and/or time-in-rank requirements
- Eligible candidates shall be provided with detailed information of the promotional process to include:
- A schedule of dates, times, and locations of all elements of the process
- A detailed description of the process to be used in selecting personnel for the vacancies

34.1.5 DEVELOPMENT AND USE OF ELIGIBILITY LIST

CALEA Standard: 34.1.6

Candidates' ranking and eligibility shall be determined by the cumulative score in the assessment process. Numerical weights are not assigned to the various exercises in the process.

The ranked list of candidates shall be submitted to the Chief of Police, who will have the final decision regarding the promotion of personnel.

The Promotion Process Manual provides time-in-grade and/or time-in-rank requirements for positions and assignments in the Greenville Police Department.

Eligibility List

Upon completion of the promotion process, the Chief of Police may establish a written eligibility list. The eligibility list shall be valid for one year. The Chief of Police may extend the validity of the list by six (6) months.

Eligibility lists will be maintained in the Office of the Chief of Police. An employee on the eligibility list may be promoted from any position or ranking on the eligibility list at the discretion of the Chief of Police.

34.1.6 PROBATION

CALEA Standard: 34.1.7

Article IV, Section 7.1 of the City of Greenville Personnel Policies establishes guidelines governing probationary status and evaluations following promotion to include:

- Newly promoted employees will serve a probationary period of at least six (6) months
- Individuals who do not complete the probationary period for performance reasons may be returned to the rank or position held prior to promotion, or released from employment.

The Chief of Police may, based on documented recommendations of the probate's immediate supervisor, extend the initial six month evaluation period.